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4 UNITED STATES DISTRICT COURT
5 CENTRAL DISTRICT OF CALIFORNIA
6 SOUTHERN DIVISION
7

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9 _____
10 Plaintiff(s),

11 v.
12

13 _____
14 Defendant(s).
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) CASE NO. _____

) SCHEDULING ORDER
) SPECIFYING PROCEDURES
)

) 1. Discovery Cut-Off:
) _____
) _____

) 2. Final Pretrial Conference:
) _____
) at 8:30 a.m.

) 3. Trial:
) _____
) at 9:00 a.m.

22 With this Scheduling Order Specifying Procedures, the Court orders the following
23 concerning the dates and procedures in this case. Counsel should review the FAQ's about
24 Judges' Procedures and Schedules posted by these Chambers on the Central District website at
25 <http://www.cacd.uscourts.gov> . If there is a first appearance by any party after the date of this
26 Order, Plaintiff counsel shall give notice of this Order to that party.

27 1. Discovery. The Court sets a Discovery Cut-Off on the date stated in the caption
28

1 of this Order. All discovery shall be completed on or before the cut-off date. The following
2 discovery schedule shall apply.

3 1.1 Depositions. All depositions shall be scheduled to start at least five court
4 days before the discovery cut-off date. A deposition which was started five court days before the
5 discovery cut-off date may continue beyond the cut-off date, if necessary for completion.

6 1.2 Other Discovery. All interrogatories, requests for admission, requests for
7 production, or the like, shall be served at least forty-five days before the discovery cut-off date.
8 The Court will not approve stipulations between counsel which permit discovery responses to be
9 served after the cut-off date except in unusual circumstances and upon a showing of good cause.

10 1.3 Discovery Motions. The Magistrate Judge assigned to this case shall hear
11 all discovery motions. Discovery motions shall be filed and served not later than ten days after
12 the discovery cut-off date. The parties are ordered to strictly comply with the requirements of all
13 Local Rules at Local Rule 37 et seq. in preparing and filing Discovery Motions. The Court
14 expects counsel to resolve most discovery problems among themselves in a courteous,
15 reasonable, and professional manner. Frequent resort to the Court for guidance in discovery is
16 generally unnecessary.

17 1.4 Expert Discovery. The discovery cut-off in this Order includes expert
18 discovery, unless otherwise ordered by the Court, and the Court orders the sequence of
19 disclosures provided by Fed. R. Civ. P. 26(a)(2)(C), unless the parties otherwise stipulate in
20 writing and obtain the Court's approval.

21 2. Final Pretrial Conference. The Court sets a Final Pretrial Conference under Fed.
22 R. Civ P. 16 on the date stated in the caption of this Order. The parties are ordered to strictly
23 comply with the requirements of all Local Rules at Local Rule 16 et seq., except as may be
24 modified by Court Orders. The proposed final Pretrial Conference Order shall be in the format
25 set forth in Appendix A to the Local Rules, and state the settlement procedure that was followed.
26 The Memoranda of Factual Contentions shall be in the format set forth in Appendix B to the
27 Local Rules.

28 3. Joinder and Amendment Motions. Absent exceptional circumstances, any motion

1 to join another party or to amend a pleading shall be filed and served within sixty days after the
2 date of this Order and noticed for hearing within ninety days after the date of this Order.

3 4. Summary Judgment or Partial Summary Judgment Motions. Such motions may
4 be noticed for hearing not less than thirty days before the Final Pretrial Conference, unless
5 otherwise allowed by the Court.

6 5. Settlement. The Court strongly supports using alternative dispute resolution
7 techniques to resolve disputes. In every case, if the parties and attorneys are unable to resolve the
8 matter on their own, the Court requires that counsel schedule a settlement conference before an
9 independent settlement officer, to be conducted before the Final Pretrial Conference. Counsel
10 may agree on an appropriate procedure, such as a settlement conference with a magistrate judge,
11 retired judge, or attorney, or similar alternative devised by counsel. The proposed Final Pretrial
12 Conference Order shall state the settlement procedure that was followed.

13 6. Trials. The Court sets a trial date on the date stated in the caption of this Order.
14 The following procedures shall apply.

15 6.1 In limine motions (jury trials). Any motion in limine shall be filed not
16 later than ten court days before the Final Pretrial Conference, and any opposition shall be filed
17 five court days before the Final Pretrial Conference.

18 6.2 Voir dire questions (jury trials). The Court will question jurors concerning
19 standard topics. Any special questions or topics requested to be put to prospective jurors by the
20 Court on voir dire shall be filed at least five court days before trial.

21 6.3 Jury instructions (jury trials). The Court prefers to use instructions from
22 the Manual of Model Jury Instructions for the Ninth Circuit, following all the Local Rules at
23 Local Rule 51 *et seq.* At least five court days before trial, counsel shall file with the Court the
24 following:

25 6.3.1 A joint set of jury instructions on which there is agreement.

26 (Plaintiff counsel has the burden of preparing the joint set of jury
27 instructions.)

28 6.3.2 Each party's proposed jury instructions which are objected to by

any other party, accompanied by points and authorities in support of those instructions.

6.3.3 Each Party's points and authorities supporting their objections to another party's proposed jury instructions.

6.4 Special verdict in jury trials. If any special forms of verdict are requested, they shall be prepared, lodged, and served under Local Rules 49-1 and 49-2.

6.5 Exhibits. Unless an electronic alternative is approved by the Court, counsel shall prepare an original set and a copy set of trial exhibits in 3-ring binders, each tabbed down the right side with the exhibit number, prefaced by an index of each exhibit, following Local Rule 26-4 in numbering exhibits.

6.6 Submission at trial. Counsel shall submit the following to the Courtroom Deputy Clerk on the first day of trial:

6.6.1 The original exhibits binder set with the Court's exhibit tags attached and filled out showing the case number, case name, and exhibit number. (Exhibit tags must be attached so as not to cover exhibit text.)

6.6.2 The copy exhibit binder set for use by the Judge.

6.6.3 Three copies of exhibit lists, showing which exhibits may be received into evidence without objection.

6.6.4 Three copies of witness lists.

6.6.5 A transcript or copy of any deposition or other discovery response to be read to the jury, following Local Rule 16-2.7.

6.6.6 (Jury trials) A very short description of the case approved by all parties to be read to the jury at the beginning of the trial.

6.7 Trial times. Trial times generally are 9:00 a.m. to 12:00 p.m. and 1:30 p.m. to 4:30 p.m. Tuesday through Thursday, and 8:00 a.m. to 1:30 p.m. on Friday.

6.8 Witnesses. If counsel runs out of witnesses, the Court may deem that counsel has rested. Counsel must keep opposing counsel informed about the order of witnesses,

1 always informing opposing counsel of the witness for the next court day before 5:00 p.m. of the
2 previous court day. Only one attorney per party shall examine and defend a witness.

3
4 6.9 Admission of Exhibits. When counsel thinks an exhibit is admissible and
5 should be admitted, counsel should move its admission.

6 6.10 Objections. Objections should be brief, stating only, "Objection" followed
7 by the specific legal ground such as "Hearsay" or "403."

8 6.11 Decorum. Trials will be conducted in a dignified manner, following the
9 traditional rules of trial decorum. Show respect for the trial process by being on time. Do not
10 address witnesses over age 14 by their first names. Most examination and argument should be
11 done at the lectern. The Court recognizes that at times it is necessary to enter the well in this
12 courtroom.

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14 Dated: _____

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16 _____
17 ANDREW J. GUILFORD
18 UNITED STATES DISTRICT JUDGE

19 Courtroom Deputy Clerk:
20 Lisa Bredahl
21 (714) 338-4757
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